

DRAFT MEETING MINUTES PENDING COMMITTEE APPROVAL

**STATE WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES**

DATE: January 13, 2021
TIME: 11:00 a.m. – 12:30 p.m.
LOCATION: Google Meet meet.google.com/wsi-orwu-qkk
(US) +1 415-787-7311 PIN: 500 773 581#

MEMBERS PRESENT: Brian Olmstead
Deanna Hopkins
Gary Harter
Jim Boyd
Megen Ralphs
Sarah Brenna
Tommy Montoya

EXCUSED: Joey Gilbert
Liz Carver

STAFF PRESENT: Kim Bartel
Nycole Tylka
Mahal Roesser
Sandy Terry

QUORUM: Yes

ACTION ITEM(S):	ASSIGNED TO:	DUE BY:
1. Update October 8, 2020 Meeting Minutes to reflect decision to review Employer Survey Results at the April 2021 Executive Committee Meeting.	Mahal Roesser	1/18/2021
2. Defer the review of the Employer Survey Results to the April 2021 Executive Committee meeting.	Mahal Roesser	ASAP

1. WELCOME AND OPENING BUSINESS

Board Chair Megen Ralphs called to order the State Workforce Development Board (SWDB) Virtual Executive Committee meeting on January 13, 2021 at 11:04 a.m.

A. ACKNOWLEDGMENTS AND INTRODUCTIONS

Board Chair Megen Ralphs welcomed the Executive Committee.

B. APPROVAL OF OCTOBER 8, 2020 MINUTES

Board Chair Megen Ralphs called for a motion to approve the meeting minutes of the October 8, 2020 SWDB Executive Committee.

MOTION: Gary

SECOND: Jim Boyd

Approve: All



Oppose: None



Defer the review of the Employer Survey Results to the April 2021 Executive Committee meeting.

C. SCHEDULING

Board Chair Megen Ralphs discussed upcoming scheduling items and anticipated workloads of the Executive Committee Adult Education Grants.

- i. Adult Education Grant applications will be reviewed by the Executive Committee at the April 8, 2021 SWDB meeting. Timeline to be determined.

D. MEMBERSHIP REVIEW

Board Chair Megen Ralphs discussed upcoming changes to the SWDB roster, term expirations, and replacements needed.

- i. The Board needs additional representation from the energy and manufacturing sectors.
- ii. Youth Committee Chair Tommy Montoya inquired about Silicon Valley representation on the State Workforce Development Board.

2. ACTION ITEMS

Board Chair Megen Ralphs called for updates on the SWDB Executive Committee Action Items.

- A. Senior Business Analyst Kim Bartel shared revisions to the One-Stop Certification Criteria recommended by the Operations Committee. **The SWDB Executive Committee will recommend that the SWDB General Board approves these changes.**
- B. Senior Business Analyst Kim Bartel shared the draft resolution concerning electronic meetings to be adopted into the SWDB Bylaws.
- C. Board Chair Megen Ralphs called for a motion to approve the Electronic Meeting Resolution.

MOTION: Tommy Montoya

SECOND: Gary Harter

Approve: All

Oppose: None

3. ADULT EDUCATION CONTRACTS

- A. The committee anticipates an expedited time frame for the selection process.
- B. The Executive Committee will review the Adult Education Grant Applications at the April 2021 Board Meeting.

4. COMMITTEE UPDATES

Committee Chairs and Designees provided subcommittee updates to the Executive Committee.

- A. APPRENTICESHIPS COMMITTEE - Deferred

B. OPERATIONS COMMITTEE

Senior Business Analyst Kim Bartel discussed the upcoming affiliate certifications and recertifications for Provo, Logan, and Cedar City.

C. SERVING INDIVIDUALS WITH DISABILITIES COMMITTEE

Executive Committee Member and Director Sarah Brenna discussed highlights from the Golden Keys Virtual event. New Committee Chair to be appointed.

D. YOUTH COMMITTEE

Committee Chair Tommy Montoya discussed progress with the student-led video project for career advice and tips.

E. CAREER PATHWAYS COMMITTEE

Committee Chair Jim Boyd discussed plans to create a focus group to help determine gaps in soft-skill education.

5. NEW BUSINESS

Committee Chair Megan Ralphs called for any new business and provided final updates to the Executive Committee.

6. ADJOURNMENT

Committee Chair Megan Ralphs called for a motion to adjourn the SWDB Executive Committee virtual meeting on January 13th, 2021 at 11:45 a.m.

MOTION: Sarah Brenna